

5 FAH-1 H-820 PREPARING INVITATIONS

(CT:CH-26; 06-21-2012)

(Office of Origin: S/CPR)

(Updated only to revise Office of Origin and some formatting)

5 FAH-1 H-821 FORMAL INVITATIONS

(TL:CH-4; 07-31-2002)

Any person responsible for preparing invitations on behalf of the Department must follow the guidelines in the following sections.

5 FAH-1 H-821.1 Engraved Cards

(CT:CH-26; 06-21-2012)

- a. Use the fully engraved card and semi-engraved card (5 ¾" x 4 ½") for state occasions, formal luncheons, and dinners from the Secretary and other Department officials.
- b. Use engraved cards at post for formal functions held by the chief of mission or the principal officer at a consulate. The ambassador may authorize use by the deputy chief of mission and a chief representative of other agencies, such as USAID (see 5 FAH-1 Exhibit H-821.1).

5 FAH-1 H-821.2 Handwritten Invitations

(TL:CH-4; 07-31-2002)

A formal invitation may be handwritten; however, the wording and spacing should follow the engraved model. All words and numbers, except in the address, must be spelled out (see 5 FAH-1 Exhibit H-821.2).

5 FAH-1 H-822 INFORMAL INVITATIONS

(TL:CH-4; 07-31-2002)

- a. The invitation for an informal occasion may be extended on a formal card (printed or handwritten), through a personal note, telephone, a calling card, or on a folded informal card. When using a folded informal card, the invitation is written inside the card (see 5 FAH-1 H-822 Exhibit H-822).
- b. An informal invitation may contain abbreviations and figures. Use the initials "RSVP" when requesting an acknowledgement.

5 FAH-1 H-823 USING TITLES ON INVITATIONS

(TL:CH-4; 07-31-2002)

Use titles only on invitations extended by an ambassador, minister, chargé d'affaires, consul general, or consul in charge of a post. Other officers must use their full names.

5 FAH-1 H-824 "R.S.V.P." AND "REGRETS ONLY"

(TL:CH-4; 07-31-2002)

- a. On an engraved card, a single strike-through in ink over the engraved "RSVP" is acceptable. When requesting only negative responses, pen in "regrets only" directly below "R.S.V.P".
- b. For informal invitations, add "R.S.V.P." or "Regrets Only" in the lower left corner when the invitation is for a meal, or when an acknowledgement is desired.
- c. For formal or informal invitations, a "to remind" (pour memoire) card can be sent, usually a week in advance of the event. NOTE: Send this only to important guests when a response has not been received and the assumption is that the guest will attend the event.

5 FAH-1 H-825 INDICATING DRESS

(CT:CH-26; 06-21-2012)

The type of dress for both formal and informal entertaining may be specified on invitations. Specify either white tie, black tie or business attire in the lower left corner of the invitation, directly below "R.S.V.P" (see 5 FAH-1 Exhibit H-821.2).

5 FAH-1 H-826 USING FULL NAMES

(CT:CH-26; 06-21-2012)

- a. Use the full name (Mr. John Russell Doe) of the host or hostess on the invitation, but only the surname (Mr. and Mrs. Doe) for invited guests. Show the full name of guests on the envelope.
- b. When addressing an envelope for an invitation to an ambassador and spouse, the first name is omitted. For a married female ambassador, the correct address is to "The Honorable The U.S. Ambassador and Mr. John Doe". For a married female ambassador with a different surname, the correct address is to "The Honorable Mary Smith The U.S. Ambassador and Mr. James Johnson". For a married male ambassador and spouse with the same surname, the correct address is to "The Honorable The U.S. Ambassador and Mrs. John Smith".
- c. When addressing an envelope or an invitation to a married couple with different surnames, the correct address is to "Ms. Mary A. Smith and Mr. John Q. Doe".
- d. For more information on using titles, see 5 FAH-1 Exhibit H-426, Forms of Address.

5 FAH-1 H-827 FUNCTION LOCATION

(TL:CH-4; 07-31-2002)

Indicate the place where the function is to be held in the lower right corner of the invitation. If acceptance is to be made to another location, indicate the address or telephone number of that location after the words "reply to", directly below the words "R.S.V.P" in the lower left corner.

5 FAH-1 H-828 REPLIES TO INVITATIONS

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Correspondence Handbook

(TL:CH-4; 07-31-2002)

- a. Invited guests should reply to formal invitations within a day of receipt. Write acceptance or regret in longhand on the front page of white, formal stationery (5" x 7 1/4") (see 5 FAH-1 Exhibit H-828).
- b. Write reply in the same form and language as the invitation received. Although it is not necessary to explain regrets, it is courteous to do so.
- c. An invited guest should use the full name of the host and hostess on the envelope, but only the last name on the written reply itself. Guests must also use their own full names on the reply and show the date of response in the lower left corner of the card.
- d. Guests should reply promptly to informal invitations by personal note or by telephone.

5 FAH-1 H-829 UNASSIGNED

(TL:CH-4; 07-31-2002)

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**5 FAH-1 H-821 EXHIBIT H-821.1
ENGRAVED INVITATION (FORMAL)—
DEPARTMENT**

(TL:CH-4; 07-31-2002)



***On the occasion
of the
Dedication of the
United States Veterans Memorial Museum
The Secretary of State
requests the pleasure of your company
at luncheon
on Wednesday, the twenty-first of April
at twelve-thirty o'clock***

***The Benjamin Franklin Room
RSVP
The Department of State
(202) 647-1735
Twenty-second and C Streets, N.W.***

***R.S.V.P.
(202) 647-1735*** ***The Benjamin Franklin Room
The Department of State
Twenty-second and C Streets, N.W.***

UNCLASSIFIED (U)

Continuation - 5 FAH-1 Exhibit H-821.1



*The Secretary of State
requests the pleasure of your company*

at dinner

on Friday, the tenth of May

at seven o'clock

Continuation – 5 FAH-1 Exhibit H-821.1

*In honor of His Excellency the Minister of Finance
and Mrs.*



The American Ambassador and Mrs. Bowers

request the honor of the company of

Mr. and Mrs. Jones

at dinner

on Wednesday, the third of August

at eight o'clock

R.S.V.P.

Black tie

(address optional)

*Please reply to
The Ceremonial Office
Office of the Chief of Protocol
Department of State*

632-3610 or 632-0257

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5 FAH-1 EXHIBIT H-821.2 HANDWRITTEN INVITATION (FORMAL)

(TL:CH-4; 07-31-2002)

Mr. and Mrs. John Russell Doe
request the pleasure of the company of
Mr. and Mrs. Brown
at dinner
on Tuesday, the fourth of July
at eight o'clock

R.S. V.P.
Black Tie

570 Dupont Street
City, State (if sent outside the city)

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5 FAH-1 EXHIBIT H-822
HANDWRITTEN INVITATION (INFORMAL)

(TL:CH-4; 07-31-2002)

Luncheon

Saturday, May 10

one o'clock

R.S.V.P.
Telephone number

304 South Street
City, State

Friday, September 21
Cocktails 6 - 8

Mr. and Mrs. John Jones

R.S.V.P.

304 South Street

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5 FAH-1 EXHIBIT H-828 FORMAL REPLY ON CARD (ACCEPTANCE)

(TL:CH-4; 07-31-2002)


*Mr. and Mrs. James Robert Jones
accept with pleasure
the kind invitation of
Mr. and Mrs. Jackson
to dinner
on Thursday, the first of May
at eight o'clock
200 Manor Avenue*

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Continuation - 5 FAH-1 Exhibit H-828

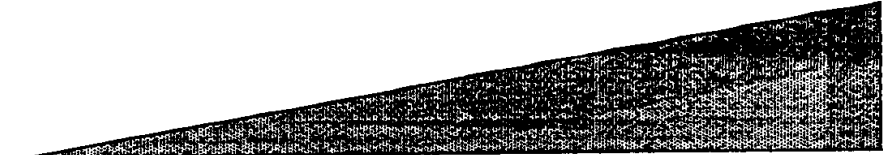
*Mr. and Mrs. James Robert Jones
regret that they are unable to accept
the kind invitation of
Mr. and Mrs. Jackson
to dinner
on Monday, the tenth of October*

Continuation – 5 FAH-1 Exhibit H-828



Mr. and Mrs. James Robert Jones
accept with pleasure
the kind invitation of
Mr. and Mrs. Jackson
to dinner
on tuesday, the first of May
at eight o'clock
200 Manor Avenue

Continuation – 5 FAH-1 Exhibit H-828



*Mr. and Mrs. James Robert Jones
regret that a previous engagement
prevents their accepting
the kind invitation of
Mr. and Mrs. Jackson
to dinner
on Monday, the first of October*